

## **5440-04 Business and Administration in Career and Technical Centers**

*The holder is authorized to teach business and administration in grades 9-12 in a career and technical center.*

In order to qualify for this endorsement, the candidate shall demonstrate the following:

### Knowledge Standards:

**Demonstrates knowledge of business education concepts and skills delineated in current national professional standards<sup>1</sup> and in *Vermont's Career and Technical Business and Administration Program Competencies*<sup>2</sup> including:**

The career development/planning process, occupational skills standards, workplace skill requirements, *Vermont's Career and Technical Knowledge and Skills*, recognized industry standards, and the relationship between work and learning as related to the foundations of business

The rationale for integrating student organization activities into the curriculum

Elements of effective business communication, deportment, and self-presentation

The learning principles as related to psychomotor skill development.

Current and emerging business technology procedures and systems including E-commerce, accurate and appropriate keyboarding skills; word processing applications software, including database, spreadsheet, graphic, desktop presentation, multimedia, imaging, and other emerging computer applications; and a variety of programming languages

Generally Accepted Accounting Principles (GAAP) and practices (manual and computerized), as they apply to ownership, payroll, income taxation, and managerial systems

Economic systems and issues, including the role of exchange and money, consumer economic issues and concerns, and changing labor and career opportunities and their impact on the relevancy of classroom instruction.

Business law, including the types of law affecting business, structure of the court system, and the legal impact of technology

Business management, including types of organizational structures and advantages and disadvantages of each; management principles and planning; processes of analysis of business opportunities

Entrepreneurship, including traits of successful entrepreneurs

Marketing and communication, including roles of each and their impact on individuals, business, and society

Finance and insurance, including concepts and purposes of money management, banking, insurance, and credit

The preparation and analysis of financial statements using manual and computerized systems, evaluation of organizational performance, and use of statistical analysis to interpret consumer and business data to solve problems.

## **5440-04 Business and Administration in Career and Technical Centers (Cont'd)**

The role of competitive markets in the U.S. and other economies

The diagnosis and solution of problems in computer applications; operating systems and environments; utilities; and office procedures and management, including workflow, voice transcription, accessing references, and records management

Principles of financial decision making, including budgeting, investing, taxes, financial services, and consumer economic purchasing

The development of business and marketing plans

### Performance Standards:

**Implements a comprehensive, standards-based business and administration curriculum that enables students to acquire the knowledge, skills, and attitudes that will prepare them to be successful in their personal financial lives and to prepare those students who seek further training in business. Specifically the educator:**

Plans, delivers, and evaluates instruction based upon knowledge of the business and administration field, *The National Standards for Business Education*, and *Vermont's Career and Technical Business and Administration Program Competencies*, and student, community, and workforce needs

Teaches students to recognize and be sensitive to the cultural expectations of specific work sites

Effectively teaches youth leadership skills

Collaborates with colleagues, community, business/industry, and parents to maximize curricular and instructional resources

Plans, organizes and manages laboratories/technical facilities for instruction so that activities are carried out safely in accordance with state and national safety guidelines

Teaches students how to communicate and present themselves in a manner appropriate to the business environment, and how to use technology to enhance the effectiveness and expediency of their communications

Identifies, compares, selects, evaluates, uses, installs, upgrades, and customizes application software for the business and administration program

### Additional Requirements:

Work experience using business and administrative skills through cooperative education, internship, and/or paid work experience

## **5440-04 Business and Administration in Career and Technical Centers (Cont'd)**

### **Business and Administration – Occupational Program**

In addition to the core standards for all business and administration teachers, those who teach in the occupational-based programs in career and technical centers will also meet the following standards:

#### Knowledge Standards:

How to develop business partnerships and form program advisory committees for curriculum development

How to appropriately incorporate *Vermont's Career and Technical Business and Administration Program Competencies* and industry credentials into the curriculum

The importance of integrating Youth Leadership organizations into the curriculum.

#### Performance Standards:

Teaches leadership skills, organizes and manages an effective co-curricular student organization, and implements the Future Business Leaders of America's activities as an integral part of instruction.

Develops partnerships with members of the business community and forms program advisory committees to develop learning opportunities for students.

Selects appropriate skill standards and industry credentials for the Business and Administration program area.

### **Business and Administration - Information Technology (Trades and Industry Category)**

In addition to the core standards for all business and administration teachers, those who teach in the Information Technology Career Cluster in Career and Technical Centers will meet the Information Technology category competencies, as noted under the Trades and Industry Endorsement. All business and administration teachers adding this category designation must meet the industry certification requirements necessary to instruct in this endorsement category.

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<sup>1</sup> e.g., *National Standards for Business Education* (1995, National Business Education Association)

<sup>2</sup> *Vermont's Career and Technical Business and Administration Program Competencies* (2002, Vermont Department of Education)